



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 16110 - COO Chief of Staff – GS-15

Salary Range: \$144,128 – \$172,500

Vacancy Open Period: 04/09/2021 – 04/24/2021

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/COO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal cadre candidate(s) to fill a GS-15 cadre position.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps

- **For a cadre assignment:**
 - Current ODNI permanent cadre.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.



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- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission:

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

Major Duties and Responsibilities

- The COO/Governance Office (GO) provides a structure for high-risk, cross-cutting decisions, to enable quicker, more integrated decisions and create greater transparency and collaboration on decisions that shape the future of ODNI and the IC.
- The GO is responsible for end-to-end planning, management, coordination, follow-up, and success of ODNI and IC Governance boards, including but not limited to:
- Intelligence Community Deputies Executive Committee (DEXCOM) and Executive Committee (EXCOM) - forum to advise and support the DNI in the leadership, governance, and management of the ODNI and the Intelligence Community (IC).
- Principal Deputy Director's Board (PDDNI Board) - forum to advise and support the PDDNI in the leadership, governance, and management of the ODNI and the Intelligence Community (IC).
- Internal Management Board (IMB) – a forum to advise and support the COO in the leadership, governance, and management of internal ODNI
- Senior Leadership Forum (SLF) - forum composed of ODNI Senior Officials, for their expertise in key functional areas, with scope and purview across the ODNI and the Intelligence Community (IC).
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.
- Lead staff in planning, researching, writing, and editing talking points, correspondence, executive summaries, communications, presentations, and briefing materials; oversee staff in planning and developing activity reports and summaries, and editing and rewriting as necessary.

Mandatory and Educational Requirements



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- Superior sound judgment and critical thinking abilities demonstrated through leadership of complex projects and management of competing priorities in a dynamic, fast-paced environment.
- Expert knowledge of strategy development and planning and ability to identify emerging trends and strategic issues
- Superior oral and written communication skills; ability to express facts and complex ideas clearly, concisely, and accurately to high-level Community and policy audiences.
- Superior interpersonal, supervisory and team building skills to lead and foster a diverse, collaborative work environment.
- Superior collaboration and consensus building skills as demonstrated by the ability to work across multiple organizations and with personnel at all organizational levels.
- Expert knowledge of the ODNI, IC agencies' mission, organization, collection and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Superior ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization.

Desired Requirements

- Innovative, self-starter with strong critical thinking/analytic skills, with ability to perform multiple tasks and change focus quickly as demands change.
- Flexible, creative approach to problem solving.
- Ability to work long hours in support of DNI/PDDNI requirements

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- COVER LETTER** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.



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Applicants submitting via JWICS are requested to submit their materials to both alextaa@dni.ic.gov (Tamara A.) and dewbret@dni.ic.gov (Brett D.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**